



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

AUG 16 2002

Ms. Susan Frey  
Department of Energy  
IM-11  
19901 Germantown Road  
Germantown, MD 20874-1290

Dear Ms. Frey:

As discussed in previous correspondence, the Records Center Program of the National Archives and Records Administration is pleased to announce that transactional billing will be in place for the upcoming fiscal year. Transactional billing entails billing all Records Center Program (RCP) customers for services based on the type and volume of service provided. Transactional billing will become effective October 1, 2002.

Enclosed is a spreadsheet that projects the type of services, volume of services, and estimated cost of services we expect to provide your agency in Fiscal Year 2003. The volume projection for services is based on information known to the Records Center Program. However, you may want to adjust the volume projection based on information known to you.

Also included in the attachment is a storage projection for Fiscal Year 2003, which projects the type of storage, volume of storage, and estimated cost of storage. The volume projection for storage is based on information known to the Records Center Program. However, you may want to adjust the volume projection based on information known to you. The storage volume is expressed as an aggregate annual amount (i.e. monthly total \* 12). For Fiscal Year 2003, the storage rate will be shown as a monthly value instead of as an annual value.

You will note from the attachment that our service line follows the traditional records center activities of transfers, disposition, reference, refiles, interfiles, and photocopies. For storage, most agencies will find that their holdings fall in the Standard storage category. Some agencies may also have holdings in the Classified or Non-Textual Environmentally Controlled categories, which contain a higher charge for Fiscal Year 2003. A few agencies may also have holdings in the Textual Environmentally Controlled category. For Fiscal Year 2003 we will bill records in this category at the Standard storage rate.

Since our inception as a revolving fund in Fiscal Year 2000, we have attempted to meet the needs of our customers as quickly as possible. Many customers expressed the need to see RCP billings based on the number of transactions. We believe that this methodology

is both fair and customer responsive, and we are pleased to be able to now offer transactional billing.

A proposed Fiscal Year 2003 interagency agreement, which provides details concerning RCP storage and services, will be forwarded to you shortly. The proposed agreement will be similar to our existing agreement, but will incorporate the transactional billing process. If you have any questions or concerns as you review the enclosed projection or the interagency agreement, please contact Michele Romero at 301-837-2917 or via email at [michele.romero@nara.gov](mailto:michele.romero@nara.gov).

In addition, we will be hosting a Records Center Forum on August 20, 2002, at 10 AM. The Forum will be held at the National Archives Building at 7<sup>th</sup> and Pennsylvania Avenue, NW, Room 105. For additional information about the Records Center Forum, please visit the RCP web site at [www.archives.gov/records\\_center\\_program](http://www.archives.gov/records_center_program). The sole topic of the forum will be transactional billing for storage and services and RCP staff will be available to answer questions.

We look forward to continuing as your provider of choice for records center services.

Sincerely,



DAVID M. WEINBERG  
Records Center Program Director

Enclosure



# FY 2003 Customer Estimate

## Energy

<i>Code: Description</i>	<i>Type</i>	<i>Workload</i>	<i>FY 2003 Estimate</i>	
			<i>Rate</i>	<i>Estimate</i>
<b>Customer Code: 14</b>				
<i>Storage</i>				
S1: Standard	Storage	3,250,329	\$0.175	\$568,807.51
S3: Classified	Storage	336,624	\$0.355	\$119,501.52
ST: Textual Env Control	Storage	14,292	\$0.175	\$2,501.10
<b>Storage Total</b>		3,601,245		\$690,810.13
<i>Service</i>				
A0: Processing Fee	Transfer	2,035	\$42.000	\$85,470.00
A1: Standard	Transfer	14,540	\$3.350	\$48,709.00
A3: Classified	Transfer	1,086	\$4.500	\$4,887.00
D1: Standard	Disposition	4,555	\$4.300	\$19,586.50
D3: Classified	Disposition	240	\$5.550	\$1,332.00
DW: Permanent Withdrawal	Disposition	583	\$4.300	\$2,506.90
F1: Standard Box	Refile	4,492	\$3.550	\$15,946.60
F2: Standard File	Refile	6,485	\$3.550	\$23,021.75
F3: Classified Box	Refile	2	\$6.450	\$12.90
N1: Standard	Interfile	1,626	\$3.850	\$6,260.10
R1: Standard Box	Reference	6,342	\$4.300	\$27,270.60
R2: Standard File	Reference	12,142	\$4.300	\$52,210.60
R3: Classified Box	Reference	164	\$6.550	\$1,074.20
R4: Classified File	Reference	82	\$6.550	\$537.10
<b>Service Total</b>		54,374		\$288,825.25
<b>Total</b>		3,655,619		\$979,635.38